



## **OKLAHOMA** Office of Management & Enterprise Services

### **State of Oklahoma Office of Management and Enterprise Services Policies and Procedures**

#### **Salary Adjustment Policy**

<b>Effective Date of Policy: 04/01/2019</b>	<b>Next Scheduled Review: 09/19/2020</b>
<b>Prior Policy: N/A</b>	<b>Policy Number: OMES- 037</b>
<b>Last Reviewed: 02/25/2019</b>	<b>Replaces Policy Number: HCM-18</b>
<b>Date Policy Last Revised: 09/19/2018</b>	
<b>Approved: Dana Webb, as Designee of OMES Director John Budd</b>	<b>Approval Date: 02/25/2019</b>

#### **Policy**

The Office of Management and Enterprise Services is committed to running cost-effective state government. We work toward the goals of capitalizing on available resources, continuing to seek cost-saving opportunities and elevating our level of service. We believe it is in the best interest of both the agency and our employees to fairly compensate our workforce for the value of the work provided.

It is the policy of OMES that all division directors shall be required to provide justification to the director of OMES prior to submitting a Personnel Transaction Freeze Exception requesting a pay increase for a current OMES employee.

#### **Procedures**

In cases where a division director deems necessary to increase pay of a current position, the following is required:

- 1) Prior to discussing salary increases with the OMES director, division directors shall discuss the increase with the OMES chief financial officer. Any changes for personnel that are funded in two or more divisions must be also be approved by all affected division directors.
- 2) If the salary increase (specific to an individual) was not included in the budget, then the request must include from where the funding will come. Unfunded vacancies may not be used. Refer to your division's budget personnel to determine budgeted raises and funded vacancies.

- 3) The division director shall then schedule a meeting with the OMES director to provide justification for the salary increase.
- 4) Supervisors and division directors shall not discuss salary adjustments with staff prior to receiving approval by the OMES director.
- 5) If approved by the OMES director, the justification approval shall be forwarded in writing to the human resources department of OMES Human Capital Management for processing.
- 6) Any anticipated changes in salary should be included in the budget planning process. Financial justification needs to be provided such as market based, increased responsibilities, reduction of funded position, etc.

It will be at the discretion of the OMES director whether the requested increase is appropriate.